

## AGENCY RECORDS DISPOSITION SCHEDULE

*Division*      Facility Health Information Management

Approved by    State Records Commission On September 15, 1998  
In compliance with Sec. 109.250, RSMo 1986 this document is hereby approved.

### CODE ABBREVIATIONS

<p>CSA    Completion of State Audit. Records so designated are to be retained until they have met the audit requirements. Ninety (90) days after the audit report is received these records can be destroyed or returned to your agency.</p>	<p>PR</p>	<p>Permanent Retention. Records so designated are to be retained permanently because of their archival, legal, administrative, or fiscal value.</p>
<p>DCA Destroy in Current Area. Records so designated should be destroyed in Current office area when they no longer have reference value.</p>		

Item Number	DESCRIPTION OR TITLE OF RECORD SERIES (Brief Description of each Item)	Total Retention
1.	General Correspondence – management, financial & policy matters	CSA OR 3 yrs.
2.	General Correspondence – other	DCA
3.	Interoffice Memos - Management, financial, & policy matters	CSA or 3 yrs.
4.	Interoffice Memos - other	DCA
5.	Records Management File – contains agency records disposition schedules, transmittals, correspondence etc.	DCA
6.	Rules & Regulations – copy – original in Secretary of State’s Office	DCA
7.	Attorney General Opinions – copy – original in Attorney General’s Office	DCA
8.	Auditor Reports – copy – original in State Auditor’s Office	DCA
9.	Equipment Inventory	PR
10.	Operating Procedures	PR
11.	Healthcare/Medical Records	PR
	a. Assessment/Evaluation/Profile Records (may include but is not limited to identification sheet, intake assessment, social service assessment, activity therapy assessment, aftercare plan, death/discharge summary.)	
	b. Individualized Habilitation Plan/Individualized treatment Plan (may include but is not limited to reviews, risk rating, behavior contract)	
	c. Routine Medical Management (may include but is not limited to Physicians orders, physical exam, mental status, nursing data, immunization records, Clozaril review, restraining and seclusion)	
	d. Progress Notes – Current Area Retention is one year	
	e. Medical Specialty/Referral Reports (may include but is not limited to lab and consults, x-ray reports, dental records, mental status, etc.)	
	f. Commitment and Legal Authorization (may include but is not limited to commitment papers, guardianship information etc.	
	g. Correspondence (may include but is not limited to release of information forms, etc.)	
	i. Other facilities’ medical records	
	i.       Originals	PR
	ii.       Copies	DCA
	iii.      Police reports	PR
	j. Miscellaneous (including but not limited to flowsheets, intake, output, graphics, MARS)	
	ITEM 11 MAY BE MICROFILMED	

Item Number	DESCRIPTION OR TITLE OF RECORD SERIES (Brief Description of each Item)	Total Retention
12.	Master Patient Index Card File (Includes identification information, transaction dates, medical record number) Current Area Retention is Permanent retention	PR
13.	Master Patient Index Books (antiquated system replaced by master patient index file) Current Area Retention is permanent retention	PR
14.	Disease/Operation Index Card File (diagnosis codes obtained from medical/surgical records and from reports containing Axis III (this antiquated system has been replaced by computer) Current Area Retention is permanent retention	PR
15.	Utilization Review Information a. Patient specific review sheets – Current area retention is 5 years. b. Annual statistical report – Current area retention is permanent retention. c. Correspondence from Professional Review Organization Current Area Retention is 3 yrs. d. Professional Review organization Memorandum of Understanding Current area retention is permanent until revised	PR
16.	Annual Statistical Reports – May include but not limited to a. Report of gains, losses, beds, set up, inpatient days, average daily census, occupancy rate, discharge days, average length of stay, etc. b. Missouri Center for Health Statistics Annual Licensing Survey of Missouri Hospitals c. National Institute of Mental Health Annual Inventory Form ITEM 16 MAY BE MICROFILMED	PR
17.	Census Work Sheet (daily list of gains, losses, ward transfers and commitment changes, etc., by patient name) Current Area Retention is 3 years.	3 yrs.
18.	Gains & Losses Sheet (daily list of gains, losses, ward transfers and commitment changes, etc., by patient name) Current Area Retention is 3 years.	3 yrs.
19.	Admission, Discharge, Death Logs	PR
20.	Requests for Information (on patients with microfilmed records or no patient found) Current Area Retention is 1 year.	1 yr.
21.	Sporadic, special, monthly printouts	DCA